

Southeastern College – Catalog Addendum No. 3 to the

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(Deletions denoted by strikethroughs. Revisions denoted by underscores)

Effective April 20, 2022

Registry and Licensure Examinations, p. 114

REGISTRY AND LICENSURE EXAMINATIONS

It is a policy of Southeastern College that students in programs that require a National or State licensure and/or registry examination(s) must sit for such prescribed examination(s) as a condition of graduation from Southeastern College.

~~Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. The College will submit required paperwork in advance for each graduating class. **Students are recommended to register for the examination(s) within 30 days of completing their program and sit for the examination within 90 days. If a program has multiple examinations, the first examination must be completed in 90 days and the second within 120 days.**~~

Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Southeastern College Catalog.

During the admissions process, if a student discloses that she or he has committed a misdemeanor or felony, a criminal background check may be performed prior to School admission. If a student's criminal background reflects a conviction, the student may not be eligible to apply for or receive a state license, sit for a certification examination if it is applicable to the program they are intending to apply for, or participate in clinical experiences.

Miami Lakes and West Palm Beach, FL campuses - Pursuant to Section 456.0635, Florida Statutes, the department, shall refuse to renew a license, certificate, or registration of any applicant if the applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant (this subsection does not apply to candidates or applicants for initial licensure or certification who were enrolled in an educational or training program on or before July 1, 2009, which was recognized by a board or, if there is no board, recognized by the department, and who applied for licensure after July 1, 2012):

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the applicant is currently enrolled in a drug court program that allows the withdrawal of the plea for that felony upon successful completion of that program. Any such conviction or plea excludes the applicant from licensure renewal unless the sentence and any subsequent period of probation for such conviction or plea ended:

- a. For felonies of the first or second degree, more than 15 years before the date of application.
 - b. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
 - c. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application.
2. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396 since July 1, 2009, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application.
 3. Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years.
 4. Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application.
 5. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

The change in Florida Statute 456.0635 indicates that if a student's criminal background check reflects a conviction involving any of the above categories, the student will not be eligible to apply for or receive a Florida license or to sit for a certification examination if it is applicable to the program they are intending to apply for. This could also cause ineligibility to participate in clinical experiences.

State, Authorization, Licensure, and Certification, p. 116

State Authorization, Licensure, and Certification

Federal Regulations require an institution to disclose whether its programs prepare graduates for any state licensure or certification to work in the field of study.

Programs that Prepare Graduates for State Licensure or Certification

- Diagnostic Medical Sonography
- Electronic Medical Billing and Coding Specialist
- Heating, Ventilation, and Air Conditioning
- Medical Assisting
- Medical Office Basic X-Ray Technician
- Nursing (ASN)
- Occupational Therapy Assisting
- Pharmacy Technology
- Phlebotomy
- Practical Nursing
- Professional Clinical Massage Therapy
- Radiologic Technology

- Surgical Technology

These programs are regulated occupations in **Florida** or have national certification or registry.

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Pharmacy Technology program offered by Southeastern College prepares graduates for the Certified Pharmacy Technician examination (CPhT).
- The Practical Nursing program offered by Southeastern College prepares graduates for the National Council Licensure Examination for licensure as a Practical Nurse (NCLEX-PN).
- The Nursing program offered by Southeastern College prepares graduates for the National Council Licensure Examination for licensure as a Registered Nurse (NCLEX-RN).
- The Surgical Technology program offered by Southeastern College prepares graduates for the Certified Surgical Technologist (CST) examination.
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination.
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx).
- The Phlebotomy program offered by Southeastern College prepares graduates to sit for the Certified Phlebotomy Technician (CPT) examination.

Successful passage of these licensure and certification examinations are required to work in Florida.

These programs are regulated occupations in **North Carolina** or have national certification or registry.

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- The Medical Office Basic X-Ray Technician program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) examination.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the for the American Registry of Radiologic Technologists (AARRT) examination.
- The Pharmacy Technology program offered by Southeastern College prepares graduates for the Certified Pharmacy Technician examination (CPhT).
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx). **State licensure is required to work in the state of North Carolina.**
- The Phlebotomy program offered by Southeastern College prepares graduates to sit for the Certified Phlebotomy Technician (CPT) examination.

- The Surgical Technology program offered by Southeastern College prepares graduates for the TS-C certification exam (TS-C).

These programs are regulated occupations in **South Carolina** or have national certification or registry.

- The Medical Assisting program offered by Southeastern College prepares graduates for the Registered Medical Assistant (RMA) and the Certified Medical Assistant (CMA) examination.
- The Electronic Medical Billing and Coding Specialist program offered by Southeastern College prepares graduates for the Certified Billing and Coding Specialist (CBCS) examination.
- The Pharmacy Technology program offered by Southeastern College prepares graduates for the Certified Pharmacy Technician examination (CPhT).
- The Professional Clinical Massage Therapy program offered by Southeastern College prepares graduates for the Massage and Bodywork Licensing Examination (MBLEx). **State licensure is required to work in the state of South Carolina.**
- The Occupational Therapy Assistant program offered by Southeastern College prepares graduates for the National Board for Certification in Occupational Therapy (NBCOT) examination. **State licensure is required to work in the state of South Carolina.**
- The Radiologic Technology program offered by Southeastern College prepares graduates for the American Registry of Radiologic Technologists (AARRT) examination. **State licensure is required to work in the state of South Carolina.**
- The Diagnostic Medical Sonography program offered by Southeastern College prepares graduates for the American Registry for Diagnostic Medical Sonography (ARDMS) examination.

The college has not made any determination regarding licensure or certification requirements in the 49 other states and the District of Columbia. Applicants who move to another state should review the requirements for their respective programs for employment in that state.

The RN to BSN program offered by Southeastern College does not prepare students to sit licensure examination, however, licensure as a Registered Nurse is required to be employed and to practice as a BSN in Florida. No other programs offered by Southeastern College prepare students for occupations that require professional licensure.

In order to comply with regulations regarding distance education, Southeastern College is required to make the following disclosure to applicants and students completing their coursework outside of the state of Florida, including field experiences (e.g., internships, practicums, clinical placements), when their program of study customarily leads to professional licensure. The National State Authorization Reciprocity Agreement (SARA) of which we are a member, has no effect on state professional licensure requirements. Please visit our website at <https://www.sec.edu/about/heoa/> for information on this topic. If you are unable to locate the correct information about professional licensure, or have difficulty obtaining the information you need, please contact the academic advisor for your program.

Graduation Requirements, p. 120

GRADUATION REQUIREMENTS

In order to graduate from Southeastern College and participate in Commencement exercises, students must:

- Successfully complete a designated program of study by completing all required courses and program requirements.
- Achieve a minimum cumulative grade average of 2.0. If at the time of graduation, the student does not have a cumulative grade point average (CGPA) of 2.0, the student must make arrangements with the Dean of Academic Affairs to re-take a course(s) for CGPA purposes if eligible.
- Complete the last 25% of a program at Southeastern College
- Resolve all financial obligations to the college
- Complete all required exit paperwork (if applicable)
- **It is a policy of Southeastern College that students in programs that require a National or State licensure and/or registry examination(s) must sit for such prescribed examination(s) as a condition of graduation from Southeastern College. Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Southeastern College Catalog.**
 - **Diagnostic Medical Sonography Certificate, AAS, AS**
Register and take the ARRT(S) exam (Abdomen and OB/GYN) within 90 days of completing their final course to be considered a graduate of the program.
 - **Professional Clinical Massage Therapy, Certificate and Diploma**
The student will be required to take the Massage and Bodywork Licensing Examination (MBLEx, provided by the Federation of State Massage Therapy Boards (FSMTB)) in order to be considered a graduate of the Professional Clinical Massage Therapy program. It is recommended that students sit for the exam within 30 days of the successful completion of the program.
 - **Nursing, AS**
The student will be required to take the National Council Licensure Examination (NCLEX-RN) in order to be considered a graduate of the Nursing program. It is recommended that students sit for the exam within 90 days of the successful completion of the program.
 - **Practical Nurse, Diploma**
The student will be required to take the National Council Licensure Examination (NCLEX-PN) in order to be considered a graduate of the Practical Nurse program. It is recommended that students sit for the exam within 90 days of the successful completion of the program.
 - **Surgical Technology, AS**
The student will be required to take the CST (National Board on Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist) certification exam in order to be considered a graduate of the Surgical Technology program. It is recommended that students sit for the exam Within 30 days prior to the successful completion of the Surgical Technology program.